

CALVARY BAPTIST CHURCH

In affiliation with

UNCOMPAHGRE ASSOCIATION

COLORADO BAPTIST GENERAL CONVENTION

SOUTHERN BAPTIST CONVENTION

BY-LAWS

PREAMBLE and PURPOSE

Calvary Baptist Church is an autonomous Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

The purposes for which this church is formed are to share the gospel of Jesus Christ, to provide fellowship and opportunity for worship, to equip Christians for service and to minister to the needs of the community and individuals. In furtherance of these purposes, ministries of the church may include, but shall not be limited to, the following activities: worship services; training and mission programs; Bible study; Christian counseling; day-care; preschool and Christian education; athletic competition and recreation; and sponsorship and conducting of youth programs such as Girl Scouts, Boy Scouts, Partners, and senior citizens projects.

I. CHURCH MEMBERSHIP

A. Candidacy

1. Any person may offer himself as a candidate for membership in this church. Any candidate shall be visited by the pastor, an elder or a deacon, who will affirm that persons' faith in Jesus Christ as their Lord and Savior, and will counsel that candidate concerning the meaning of church membership. Upon the recommendation of the pastor, or the elder, or the deacon, a candidate may be received as a member at any regular scheduled service or assembly, by the affirmation of the members present.
2. Prior to the presentation to the church the candidate shall receive a copy of the church vision, mission statement, by-laws and such other information as shall assist the candidate in becoming an effective church member (building use policies, budget, etc.). The new member is expected to participate in the church's new member orientation.
3. A candidate shall be presented to the church for membership in one of the following ways:
 - a. By profession of faith and baptism by immersion.
 - b. By promise of a letter of recommendation from another church of like faith and order.
 - c. By statement of faith in Jesus Christ as Lord and Savior and baptism by immersion.

B. Privileges and Responsibilities of Members

1. Every member of the church eighteen (18) years of age and older is entitled to vote on any decision which is submitted to the congregation in accordance with these by-laws. The following decisions must be submitted to, and voted on, by the congregation:
 - a. Annual Church budget
 - b. Purchase, sale or lease of real property
 - c. Incurring indebtedness
 - d. Amendment of the By-Laws
 - e. Calling or termination of ministerial staff
 - f. Termination of membership
 - g. Election of elders and deacons
 - h. Unforeseen expenses greater than \$2500.00
2. Every member of the church is eligible to serve on a ministry team or in a leadership position. It is recommended but not mandated that a member be a member for a six month period prior to assuming these positions.
3. Members shall strive to keep their commitment to Christ and be obedient to the scriptures. They should honor and esteem their leaders, pray for them daily, and assist them in carrying out the ministries of the church. They will endeavor to preserve the unity of the church and they will not seek to disrupt its fellowship.
4. Every member of the church is expected to support its ministries through prayer, attendance, giving and service and to guard its good name and to elevate the name of Christ in the community.

C. Termination of Membership

1. Death of a member.
2. A transfer of letter to another church. A letter of transfer shall be granted to any member upon request of the new church.
3. Upon written request of the member.
4. Termination in accordance with section D3

D. Discipline of Members

1. Every reasonable measure will be taken to assist any “troubled” member. The attitude of members toward one another shall be guided by a desire for redemption and restoration.
2. Should actions contrary to the Word of God cause a member to become a liability to the general welfare of the church, the church leadership will take every reasonable measure to resolve the problem in accordance with Matthew 18. If they fail to effect a restoration, they shall regretfully recommend action be taken in respect to that person’s membership privileges in the interest of the reputation and Christian witness of the church.
3. If it becomes necessary for the church to take action to exclude a member, a meeting will be called for that purpose. At which, a three-fourths (3/4) vote of the members present and voting is required for the church to declare the person to no longer be in the membership of the church. All such proceedings shall be conducted in a spirit of Christian kindness and love.
4. The church will restore to membership any person previously excluded upon request of the excluded person, upon evidence of the excluded person’s repentance and reformation, upon the recommendation of the elders and following counseling and examination of the excluded person by the church leadership.

II. **CHURCH LEADERS**

Above all, Jesus Christ is the Head of the church, the Chief Shepherd of the flock of God. (John 10:1-18; Col. 1:18 & 1 Peter 2:21-25)

A. Biblical Offices

The officers of this church identified in the Bible are the elders and the deacons.

1. **The Office of Elder:** As the Chief Shepherd over God's people, Jesus Christ established the model for leadership in local churches through the inspired direction of His apostolic representatives, Peter and Paul. Jesus Christ would mediate His leadership through a body of divinely appointed men referred to as "elders" (also called "shepherds," "pastors," "bishops," and "overseers") who are under the submission of the Holy Spirit. (Acts 14:23; Titus 1:5; 1 Peter 5:1-2; Acts 20:28)

- a) **The Qualification of Elders**

As the pattern of his life, an elder must possess and demonstrate specific character qualifications. He must provide a model for the members of the congregation to follow and positively impact his community for Christ. An elder must be called and must serve based on the standards found in 1 Tim. 3:1-7 and Titus 1:6-9.

- B) **The Responsibilities of Elders**

- 1 **The Scriptural Mandate**

- a. Govern, Shepherd, and Lead the Church (Acts 20:17-28; 1 Thess. 5:12; 1 Tim. 5:17; Hebrews 13:7, 17).
- b. Guard and Protect the Church (Acts 20:31; Heb. 13:17; 1 Pet. 5:2)
- c. Instruct and Admonish the Church (1 Tim. 5:17; Titus 1:9; 1 Pet. 5:1-3).

- 2 **The Practical Outworking**

The elders are the specific men who have been set aside by God to pray and seek God's direction for Calvary Baptist Church. The elders will protect the doctrine of the church and oversee discipline as necessary. Except as otherwise provided in these by-laws, all authority regarding church policy, ministry, business, and financial matters rests with the elders. The elder's function is not only to oversee the administration of Calvary, but also to shepherd, guide and nurture the church with a spirit of compassion and love. The elders will function by consensus (unanimity) in their decisions, not majority rule or vote. If the elders are not unified in a particular matter, they are to study, pray and seek God's will together, until unanimity is attained. In matters of compensation or discipline regarding an elder, the elder in question must abstain. The elders are accountable to God and the church (1 Tim. 5:17-20)

C) The Selection of Elders

- (1) The initial selection of elders: After the adoption of these by-laws, the pastor and the deacons shall prayerfully propose as elders those men who they deem are Biblically prepared and called by God to serve. And who have expressed their belief that God has called them to the office and are willing to accept His call. The congregation is encouraged to provide input to the deacons and pastor through this process. The names of those men proposed shall be provided to the congregation, then after a period of training and testing, not less than six months or more than one year, the congregation shall elect the initial elders at a business assembly called for that purpose. During the testing and training period, if any member of the congregation becomes aware of a scriptural reason why a proposed elder is not qualified to serve, that member must immediately inform the pastor or a deacon, disclosing the reason in full. After selection, the pastor, the deacons and the congregation will conduct an ordination service.
- (2) Subsequent selection: After the initial elders are selected, the selection process will be the same, except that the elders who have been selected shall propose new elders and, in general, shall direct the selection process in place of the pastor and the deacons. Prospective elder(s), must be a member of the church for at least six months, and the elders shall oversee the training and testing of the proposed elders and shall be sensitive to input received from members of the congregation during this process.

D) Compensation: An elder does not receive compensation for his service as an elder, but if he serves as pastor-teacher or is otherwise employed by the Church, he may receive compensation in that position.

2. The Office of Deacon

- a. The Qualifications of Deacons: Deacons must be men of character whose personal lives meet the standards of 1 Timothy 3:8-12.
- b. The Duties of Deacons: Although no specific responsibilities are assigned to deacons in the New Testament, it is safe to assume that the essence of their role derives from the meaning of their name: servant. In order to allow the elders to carry out their responsibilities with greater consistency and faithfulness, the deacons as the exemplary servants of the church will minister to the congregation in a variety of important ways deemed necessary by the elders. Deacons do not share oversight with the elders, but have authority delegated to them by the elders. They are accountable to the elders. Their responsibilities may include, but are not limited to:
 - (1) Discovering and responding to various needs among the membership.
 - (2) Administering a benevolent fund.
 - (3) Coordinating the welcoming ministries of the church.
 - (4) Assisting in the administration of the Lord's Supper and Baptism.
 - (5) Assisting at the fellowship activities of the church.
 - (6) Coordinating the maintenance of the church facilities.
 - (7) Perpetuating the deaconship under the leadership of the elders.

c. Selection and Training

- (1) Selection is made by the elders and affirmed by the congregation.
- (2) Deacons having been selected will participate in a training period as determined by the elders.
- (3) The candidate shall be a member of Calvary Baptist Church for at least six months before being eligible for selection as a deacon.
- (4) After completion of training, the pastor, the elders, the deacons and the congregation will conduct an ordination service.
- (5) The needs and growth of the church will determine the number of deacons.
- (6) The deacons will be accountable to God, the elders and the church.

B. Ministerial Staff

1. Pastor-Teacher (pastor)

a. Responsibilities

- (1) The pastor, along with the elders, is responsible for leading the church to function as a New Testament Bible believing, Bible teaching church, under the Lordship of Jesus Christ and led by the Holy Spirit.
- (2) The duties of the pastor are not fully enumerated, but shall include the following:
 - (a) Serve as the spiritual leader of the church.
 - (b) Be the administrator of the church consistent with the policies established by the elders and the church body, with the authority to make day to day decisions.
 - (c) The pastor has authority to hire and terminate employees with the approval of the elders.
 - (d) Plan and direct the services of worship, or cause the same to be done.
 - (e) Supervise the staff and church employees or cause the same to be done.

b. Selection of a Pastor-Teacher

- (1) Upon termination or resignation of a pastor, the elders shall appoint a pastor search team to seek out the pastor that God desires. Any member has the privilege of making recommendations to the pastor search team. The team shall make its recommendation to the elders. The elders shall bring to the consideration of the church only one man at a time. Election shall be by secret ballot, requiring the affirmative of three-fourths (3/4) of those members present and voting.
- (2) At the time of presentation, the elders shall present to the church:
 - (a) Arrangements made with the prospective pastor including, but not limited to; the salary, housing arrangements, travel expenses, fringe benefits, revival and vacation policies.

(b) The job description agreed to by the elders and the prospective pastor.

c. Resignation and Termination

- (1) The pastor-teacher thus elected shall serve until his request or the request from the church terminates the relationship.
- (2) The pastor-teacher shall give at least two weeks notice at the time of his resignation before terminating his responsibility as pastor.
- (3) Termination by the church, upon the recommendation of the elders, shall take place at a business assembly called for that purpose, with at least two weeks written notice given in such a manner that all resident members have an opportunity to know of the meeting, and must be based either upon the conviction that such termination is God's will for the church at that time or misconduct on the part of the Pastor. In case of misconduct, the Pastor will meet with the elders and the deacons pursuant to Section I.D.2., above, with the goal of restoration. The church moderator, or in his absence, an elder selected by the elders, shall preside at the business assembly. The vote to declare the office vacant shall be by secret ballot, an affirmative vote of three-fourths (3/4) of the members present and voting will be necessary to declare the office vacant.

2. Other Ministerial Staff

- a. The ministerial staff (paid or volunteer) shall be called and employed as the elders and the pastor prayerfully determine the need for such offices. They shall jointly bring to the church their recommendations pertaining to the ministerial staff. The calling of ministerial staff shall require affirmation by three-fourths (3/4) of the members present and voting at a meeting called for that purpose.
- b. Any job description shall be written jointly by the pastor and the elders. At least two weeks notice shall be given to the church upon resignation of a staff member. The church may vote to terminate the employment of a staff member by three-fourths (3/4) vote of members present and voting at a meeting called for that purpose upon recommendation of the pastor and the elders.
- c. Any member of the ministerial staff, including the pastor, may be summarily suspended (with pay) for gross scriptural misconduct, by a unanimous vote of the elders, pending further action by the church.

C. Corporate officers

1. Church Moderator: The elders shall appoint annually a moderator as the presiding officer of the Church. In the absence of the moderator, the pastor-teacher shall preside; or in the absence of both, the clerk shall call the church to order and preside for the election of an acting moderator. The moderator shall be knowledgeable of, and shall exercise authority according to Roberts Rules of Order, Revised. Either the pastor or the moderator shall be authorized to sign documents requiring the signature of the chief executive officer of the corporation.

2. Clerk: The elders shall appoint annually a clerk, as clerical officer. The clerk shall be responsible for keeping a suitable record of all official actions of the church. The clerk shall be responsible for keeping a register of names of members, with dates of admission, dismissal and death, together with a record of baptisms. The clerk shall issue letters of transfer; preserve on file all communications and written official reports, and give required notices of all meetings where notice is necessary, as indicated in these by-laws. The clerk shall be responsible for preparing the annual report of the church to the Uncompahgre Baptist Association and Colorado Baptist General Convention.
3. Church Treasurer: The elders shall appoint annually a church treasurer as the financial officer of the church. It shall be the duty of the treasurer, or the designated financial secretary, to receive all monies given, and pay out the same, upon receipt of an approved and signed voucher by authorized personnel. And to preserve all things of value given to the church, keeping at all times an itemized account of all receipts and disbursements. It shall be the duty of the treasurer to render to the church at each regular business meeting an itemized report of the receipts and disbursements of the period since the last meeting. The treasurer's report and records shall be audited periodically by an auditing committee or public accountant. The treasurer shall be bonded, the church paying for the bond.
4. Trustees: The elders shall appoint three (3) or more trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of the trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church approved matters. Trustees shall serve on a rotating basis for three (3) year terms with one new trustee being elected every year.

III. CHURCH MINISTRIES

- A. The church shall participate in ministries consisting of, but not limited to, Bible teaching, discipleship, church leader training, new member orientation, mission education & outreach, evangelism, music, worship, and fellowship.
- B. The Sunday School/Bible Study shall be the basic organization of the church. Its purpose shall be to involve the people in the following:
 1. Worship
 2. Prayer
 3. Education
 4. Ministry
 5. Fellowship
 6. Giving
 7. Denominational Participation

C. Ministry Teams

1. **General Responsibilities.** Ministry teams shall organize themselves to best accomplish the mission of the church. They share the following general responsibilities: ministry oversight for planning, development, and leadership procurement and training; hands on ministry in their area of ministry; recruitment of volunteer ministry personnel; and creation, review, and submittal of recommended annual goals and budgets for the ministries that relate to and report through the respective ministry teams.
2. **Characteristics of a Ministry Team.** It is expected that ministry teams will share the following characteristics: covenanting – written or verbal as to how the team will relate together in a loving community; visionary – prayerful team that has a clear purpose with focused goals, all supporting the church’s overall vision; collaborative, not competitive, valuing each other’s gifting and contribution; trusting and believing in each other by displaying acts of trustworthiness; empowering by giving away responsibility and increasing participation; and applying learning through experimentation, taking risks, and being innovative.
3. **Composition of Ministry Teams.** Each ministry team shall include an elder or a deacon, (to watch over and provide direction to the team), and other members with spiritual gifts or expertise in the area of ministry. The elders shall appoint the ministry team chair, as well as all other members of the team, annually. The chair shall have been a member of the church for at least one year. If deemed necessary, the elders may remove any member of a ministry team.
4. **Meetings and Quorums.** Each ministry team will meet monthly or at times otherwise determined by the ministry team. A majority of the ministry team present shall constitute a quorum. Assent of a majority of ministry team members present shall be required to approve or recommend any action.
5. **Specific Teams:**
 - (a) **Prayer.** This team shall be responsible for overseeing all of the prayer related ministries, opportunities and events of the church. Believing that dependence upon God through prayer is foundational to the church’s mission, the ministry team shall encourage prayer within the church body, mobilizing for intercession and prayer every ministry and endeavor of the church towards the end that we would truly become “a house of prayer.”
 - (b) **Missions Education & Outreach.** This team shall be responsible for preparing an annual missions budget for the elders; providing missions education; scheduling and overseeing short-term missions trips; coordinating church based and local outreach; assisting in the planting of new churches; and promoting missions giving, including the Southern Baptist Cooperative Program.

- (c) **Facilities and Finance.** This team shall be responsible for overseeing church property, ensuring that same is adequately insured, maintained and inventoried; overseeing in conjunction with the treasurer, financial matters, including planning, control, receipts, disbursements, and reporting; overseeing implementation of capital fund or debt reduction campaigns along with expenditure of funds raised from such campaigns; in conjunction with the elders, preparing an annual budget to recommend to the church; recommend to the elders appointment of an independent auditor or an audit team to ensure that an independent audit or review of the financial records of the church is performed annually; and providing stewardship education. The facilities and finance ministry team shall not make or authorize purchases for any single object or project not funded in the approved budget in excess of one percent (1%) of said budget without approval of elders.
- (d) **Human Resources.** This team shall be responsible for administration of salaries and wages; employee benefits; employment and personnel related policies of the church; and reviewing and recommending annual goals and budgets that relate to its function. Within authorized budget funding, the human resources ministry team shall prepare annual recommendations on salary and wage adjustments for approval by the elders. This team shall prayerfully recruit and recommend members for appointment by the elders, to fulfill leadership positions in the church (e.g., educational director, Bible study teachers, nursery workers, ministry team members).
- (e) **Family Ministries.** This team shall be responsible to initiate, coordinate and oversee ministries which promote and support healthy families and family activities. The family ministry team shall oversee the adult, youth and children's ministries and shall review and recommend annual goals and budgets for those ministries that relate to and report through the family ministry team.

IV. CHURCH ORDINANCES

A. Baptism

This church shall receive for baptism any person who has trusted Jesus Christ as Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.

1. Baptism shall be by immersion.
2. If a candidate for membership has previously been baptized by immersion in another church of like faith and order, rebaptism will not be necessary.
3. The pastor, his designated representative, or such other person as the elders shall authorize, shall administer baptism. Baptism shall be administered as an act of worship.

B. The Lord's Supper (Communion)

The church shall observe the Lord's Supper on a regular basis to commemorate the death and resurrection of Jesus Christ. The church shall practice self-examination and not refuse the Lord's Supper to any believer present.

V. CHURCH MEETINGS AND PROCEDURES

A. Worship Services

The church shall meet regularly for the worship of Almighty God. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services.

B. Regular Assemblies (Business & Informational Meetings)

The church shall assemble on the second Wednesday of each quarter to share information concerning pending business matters and other matters pertaining to the Church Body, and take such action as is deemed necessary by the membership.

C. Special Business Meetings

The pastor-teacher, elders or moderator may call special business assemblies to consider matters of a special nature and significance. A one-week notice must be given for the specially called assembly unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and the time and place; and it must be given in such a manner that all resident members have an opportunity to know of the meeting.

D. Quorum

A quorum consists of those church members who attend the business assembly, provided it is a regular meeting or one that has been properly called.

E. Voting

Except as otherwise provided in these by-laws, a majority of church members present and voting shall constitute an affirmative vote. Voting shall be by hand count unless any member shall request a secret ballot.

F. Parliamentary Procedure

Robert's Rules of Order, Revised, is the authority for rules of procedure in all business assembly meetings of the church.

VI. AMENDMENTS

Changes in the by-laws may be made at any regular or special assembly meeting of the church provided each amendment shall have been presented in writing at a previous business meeting and a copy of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the by-laws shall have a concurrence of a majority of the members present and voting.

VII. DENOMINATIONAL AFFILIATION / REAL PROPERTY

Calvary Baptist Church, though autonomous, is affiliated with and cooperates with the Southern Baptist Convention and the Colorado Baptist General Convention. The real property and the buildings owned by the church were purchased and constructed with Southern Baptist money. Therefore:

- A. Any decision to disaffiliate from or terminate cooperation with the SGC and / or the CBGC must be approved by a (3/4) vote of those resident members present and voting at a meeting of the congregation called for that purpose.
- B. If the church were ever to disband, or upon dissolution of the church corporation, the real property and buildings owned by the church will be conveyed to and become the property of the Colorado Baptist General Convention. The trustees serving at that time will execute a quit-claim deed to accomplish that objective.